

**JET PROPULSION LABORATORY**  
**PARKING AND TRAFFIC REGULATIONS**  
**FOR**  
**SUPPORT SERVICE SUBCONTRACTS**  
**PERFORMED AT**  
**JET PROPULSION LABORATORY**  
**4800 Oak Grove Drive**  
**Pasadena, California 91109**

## 1.0 GENERAL

- 1.1 These parking and traffic regulations have been established for the safety of personnel and property. All Subcontractor personnel who work at the Laboratory and drive on Laboratory premises shall follow these regulations.
- 1.2 All Subcontractor personnel who drive a vehicle on Laboratory premises shall have a valid driver's license and vehicle registration in their possession. Drivers shall obey all posted traffic controls such as stop signs, crosswalks, one-way street regulations, etc., and comply with all state and local traffic regulations. No person may drive a vehicle on Laboratory premises in a manner, which endangers personnel or property, or impedes traffic flow.
- 1.3 Stop signs are posted at the vehicle gates for safety purposes at these congested locations and to permit guard surveillance of outbound vehicle interiors. Guards may conduct searches of vehicles on the Laboratory at any time.
- 1.4 Improper parking creates hazardous situations, i.e., preventing emergency vehicle access, obstructs normal traffic flow and increases hazards to both pedestrians and vehicles. Vehicles parked improperly are subject to JPL citation and to citing and tow-away by the Los Angeles County Sheriff's Department, with towing and impound fees paid by the vehicle owner.

## 2.0 REGULATIONS

### 2.1 OPERATING SPEEDS

- 2.1.1 Ten miles per hour maximum on all parking lot roadways, unless otherwise posted.
- 2.1.2 Twenty miles per hour maximum on all Laboratory roadways, unless otherwise posted.

### 2.2 GENERAL PROVISIONS FOR LABORATORY PARKING

- 2.2.1 Authorized parking spaces are designated by concrete wheel stops (headstones) and/or white or yellow markings on the pavement.
- 2.2.2 Parallel parking shall be only in the direction of traffic flow.
- 2.2.3 When parked on a grade, a vehicle's front wheels are to be turned towards the curb or edge of the roadway, the engine turned off, the parking brake set, and the transmission left in gear, in the park position if automatic. Wheels on large vehicles and heavy equipment must be blocked with wheel chocks.
- 2.2.4 Vehicle parking is limited to 24 hours. Arrangements should be made with the Plant Protection Section Office by individuals planning to leave personal vehicles

on Laboratory premises for more than 24 hours. Individuals are authorized to park only one vehicle in Laboratory parking areas at any given time. Vehicles parked for more than 24 hours without authorization are subject to JPL citation and, after a reasonable notice attempt over a 72-hour period, to citing and tow-away by the Los Angeles County Sheriff's Department, with towing and impound fees paid by the vehicle owner.

2.2.5    Loaning identification badge, receiving such a loan, or changing an identification badge, for the purpose of parking, will be considered a security violation and will subject the individual(s) to Subcontractor disciplinary time off for a minimum of two weeks. A second violation shall subject the individual(s) to removal from JPL.

2.2.6    On-Lab parking permits will be considered for medically disabled, seriously physically handicapped or senior managers of companies providing major contract support on a case-by-case basis as determined by JPL. These Subcontractor personnel shall comply with the following:

2.2.6.1    The Laboratory has 5 color-coded parking areas. Reserved parking decals which are color-coded to coincide with the parking area assigned to the authorized user are issued to the individual. Decal privileges are not transferable. Unauthorized use of a parking decal will result in the loss of on-Lab parking privileges.

2.2.6.2    Subcontractor personnel authorized to park on-Lab but not assigned to a color-coded area shall park in spaces identified by a blank white or unpainted headstones.

2.2.6.3    Subcontractor personnel issued a color-coded decal shall park in the assigned area. Parking in another color-coded area or in a white or blank space is considered a parking violation.

2.2.6.4    Only when Subcontractor personnel issued decals are unable to park in assigned areas because no space is available will the following be allowed:

2.2.6.4.1    Blue area assignees shall park in the Visitor Lot.

2.2.6.4.2    All other color codes shall park in another decal color lot, except no overflow shall be allowed in silver, red or white lots.

NOTE: These personnel shall immediately contact Plant Protection at ext. 4-3530 and identify themselves, the parking problem, the space in which they parked, and their vehicle by make, mode, and license number. If the guard patrol determines that parking spaces were available in the assigned color-coded area, the individual shall be issued a parking citation.

2.2.7 In decal parking areas, backing into a parking space is not permitted. All vehicles not engaged in parallel parking shall "head in" to park in decal areas.

2.2.8 The Plant Protection Section coordinates carpooling efforts to authorize on-Lab parking. Two-person carpools are permitted to park on-Lab. Three-person carpools are authorized to park in designated decal parking areas. Details involving on-Lab parking will be provided by the Plant Protection Section.

## 2.3 SPECIAL PROVISIONS FOR ON-LABORATORY PARKING

2.3.1 Major buildings are provided with parking spaces marked "Service," "30 Minute (Special Permit Only)," and "1 Hour (Special Permit Only)," which are limited time spaces. These spaces are to be used only by:

2.3.1.1 Laboratory service vehicles, delivery vehicles, expeditors on short visits, service Subcontractors, and certain physically-handicapped personnel whose duties take them to several buildings.

2.3.1.2 Personnel from off-Lab sites (e.g. Goldstone) with SPECIAL VISITOR cards. (These personnel may also use the Visitor Lot.)

NOTE: The only limited time spaces that do not require SERVICE, EXPEDITOR, or SPECIAL VISITOR cards are the spaces north of Buildings 202 and 218 (Credit Union).

2.3.2 Those service personnel or special visitors who expect to remain on the Laboratory all day should park in the Visitor Annex Lot.

## 2.4 ISSUANCE OF SPECIAL CARDS/PASSES/PERMITS FOR ON LABORATORY PARKING

2.4.1 ENTRY permits are issued at the south and main gates to Subcontractor personnel desiring to enter the Laboratory for short periods of time (less than 20 minutes) for delivery and pickup purposes. Permits shall be placed on dashboards and parking should be in Service spaces, Special Permit time spaces, or loading zones. Entry permits shall be returned at the gate of entry upon leaving the Laboratory.

2.4.2 EXPEDITOR cards may be issued to Subcontractor personnel who regularly need (25% or more of the time) a personal car on Lab to move material and/or documentation (not person only) and bus/transportation service is inadequate for such purposes. Adequacy of bus/transportation service will be determined by the Traffic and Transportation Section. Issuance is made after written request and justification by a division or project office and approval by the Manager, Plant Protection Section. On completion of an expediting function, the vehicle must be parked in an unassigned parking space. The EXPEDITOR card shall be displayed on the dashboard of the vehicle at all time while on Lab. Vehicles displaying an EXPEDITOR card shall park in a limited time space.

- 2.4.3 SPECIAL VISITOR cards are issued and controlled at the off-Lab complex from which the Subcontractor personnel is visiting. The card shall be displayed on the vehicle's dashboard on arrival at the Laboratory.
- 2.4.4 MEDICAL passes will be issued to those individuals who have been confirmed by the Laboratory doctor as being physically handicapped or in need of temporary or permanent medical parking. The doctor will determine the degree of disability, which in turn will determine the location and duration of medical parking. After such determination is made, the Plant Protection Section will process the medical parking pass.
- 2.4.5 Unauthorized use of a special card/pass/permit shall result in the Subcontractor reprimanding the Subcontractor person. A second such unauthorized use shall result in JPL denial in the use of such special card/pass/permit to the Subcontractor person or possible removal of such person from JPL.

## 2.5 AFTER HOURS ON-LABORATORY PARKING

- 2.5.1 After-hours on-Lab parking privileges may be granted on a case-by-case basis to Subcontractor personnel required to work odd hours or on weekends in remote areas of the Laboratory and who will not be parking on Lab during normal working hours.
  - 2.5.1.1 After-hours on-Lab parking privileges are limited to the period between the hours of 4:30 p.m. and 4:30 a.m. Monday through Friday. All vehicles parked under these conditions shall be on Lab before 4:30 a.m. and off Lab by 8:00 a.m. on a weekday. After-hours on-Lab parking privileges on weekends and holidays are 24 hours a day. Vehicles must be off-Lab by 8:00 a.m. on the next workday.
  - 2.5.1.2 Persons with after-hours on-Lab parking privileges shall comply with all traffic and parking regulations. Anyone found violating such regulations shall have after-hours parking privileges immediately revoked.

## 2.6 EAST PARKING LOT

Subcontractor personnel using the east parking lot shall park only in spaces clearly marked for vehicles. A guard is on duty at the east gate on normal workdays from 5:30 a.m. to 8:00 p.m.

## 2.7 WEST PARKING LOT

Contract personnel using the west parking lot shall park only in spaces clearly marked for vehicles. Parallel parking shall be only in the direction of the flow of traffic. This lot normally reaches its maximum capacity at approximately 8:00 a.m. on normal workdays. Subcontractor personnel arriving after this time will be directed to available spaces in the east parking lot via the south gate through the Laboratory and exiting at the east gate.

### 3.0 PENALTIES

- 3.1 Citations will be issued to owners or operators of vehicles for violations of parking or traffic regulations.
- 3.2 East Lot, West Lot, and Visitor Lot parking, traffic violations, and on-Lab violations shall be handled as follows:
  - 3.2.1 First Citation: Discussion between Subcontractor management and the Subcontractor person regarding the violation. Record of discussion sent to the JPL Acquisition Division. Loss of any on-Lab parking privileges for five working days.
  - 3.2.2 Second Citation within one year of first citation: Written reprimand by Subcontractor management. Copy of reprimand sent to the JPL Acquisition Division. Loss of any on-Lab parking privileges for 20 working days.
  - 3.2.3 Third Citation within one year of first citation: Written reprimand by Subcontractor management with warning of possible suspension of access by JPL to JPL facilities. Copy of reprimand sent to the JPL Acquisition Division. Loss of any on-Lab parking privileges permanently.
  - 3.2.4 Fourth Citation within one year of first citation: Suspension of access by JPL to JPL facilities for eight hours of the Subcontractor person's planned work at JPL. Subcontractor management shall issue a written warning that additional violations within one year of first citation may result in further discipline up to and including removal from JPL. Copy of warning sent to the JPL Acquisition Division.

NOTE: Plant Protection will send citation copies to the Subcontractor, the Subcontractor person's JPL supervisor, and the JPL Acquisition Division. Copies of citations for additional violations within one year will also be sent to the Subcontractor person's cognizant JPL section and division management.
  - 3.2.5 Regardless of whether there has been opportunity for Subcontractor management discussion of prior violations, individuals who repeatedly commit violation rapidly in succession shall be subject to the penalty associated with the total number or such violations.
- 3.3 JPL reserves the right to revoke any Subcontractor personnel's on-Lab parking privileges at JPL's discretion.